



2023 SECTION ACCOUNTING INFORMATION

Updated: 2.14.2023

1. The CCCBA has established a separate account for each section and will provide a report on the status of your account funds upon request, usually within 1-2 working days. This report is called a Trial Account Balance. The Bar does not charge sections for handling their accounts.
2. CCCBA, unlike many other Bar Associations of similar size, allows each section access to all of their income (dues, program fees etc.). Because our sections vary in size and activity level we charge for only those services actually provided to each section. See the 2023 Section Program Fee Schedule. These fees cover the cost of staff time to calendar, promote and administer your section programs and events.
3. To request an advance or expense reimbursement, please send an email to the CCCBA Education & Events Director indicating what the advance expense is/was for, the amount requested, and attach detailed receipts and other supporting documentation.

All reimbursement requests must be approved by the Section Treasurer and/or the Section Leader and that approval must be indicated on the request. Bills are generally paid once a week, but a check can be cut more quickly if prior arrangements are made with the Education & Events Director. The Bar will retain all written requests for advances/reimbursements in our financial files.